



Chaucer Infant School

Job Description – Pastoral Support Worker (Grade 8)

Purpose of role: To work as a team with other staff to manage provisions for the emotional, social, and behavioural needs of students, identifying and addressing issues that may affect a students' ability to learn and thrive in school as well as in their own personal lives.

Areas of Responsibility and Key Tasks

Safeguarding

- Contribute towards the safeguarding of all pupils by remaining curious and vigilant at all times and reporting any concerns in line with the school's safeguarding policy
- Be a Deputy DSL and assist the Designated Safeguarding Lead with safeguarding issues, including the management of confidential records and attendance at meetings

Pastoral Support

- Establish positive relationships with students, consistently modelling high expectations and supporting wellbeing whilst recognising and responding to their individual needs
- Work within an established policies to anticipate and manage behaviour positively and constructively, promoting self-regulation and integrity
- Assist in identifying needs, co-ordinating support or referral and monitoring impact of pastoral interventions
- Carry out pastoral interventions or direct work where required on a 1:1 or small group basis
- Be a point of contact with parents/carers, liaising with teaching staff and senior leaders

Attendance

- Monitor whole school attendance, especially those who are vulnerable or persistent absentees
- Conduct home visits for families if needed to encourage school attendance
- Liaise with teachers on strategies to support school attendance.
- Meet with parents whose children's attendance is dropping to put support in place to improve it.
- Liaise with administrative staff around written correspondence required
- Help manage the process of applications for in-term absences for children and the statutory paperwork relating to this

Family Support

- Build knowledge of and keep up to date with the range of services, courses, events and organisations that can be drawn upon to provide support
- Liaise with and establish effective working partnerships with external agencies.
- Provide support and advice to families and help develop parenting skills by signposting to appropriate agencies
- Follow up correspondence from families to ensure enquiries have been addressed
- Build positive, professional working relationships with families and arrange meetings as required
- Determine potential risk and co-ordinate early intervention as appropriate

Inclusion Support

- Promote the inclusion and acceptance of all students, supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Liaise with key staff and families around any potential additional needs, support with paperwork and signpost to other relevant members of staff

School Support

- Follow and assist in the development of appropriate policies and procedures
- Contribute to the overall ethos and aims of the school
- Attend and participate in staff meetings, training and activities as required
- Support, uphold and contribute to the development of the school
- Supervise the gate at the beginning and end of the school day

Personal Practice

- Demonstrate reflective practice, recognising personal strengths and areas of development, using skills to advise and support others where appropriate
- Work alongside other staff to communicate with other agencies and professionals to support the wellbeing and progress of students
- Establish constructive and appropriate relationships with staff, parents and members of the wider school community
- Ensure a high level of confidentiality is maintained in all aspects of working with children and their families.
- Facilitate the sharing of information between local agencies, schools and authorities

This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed.